

Water Quality Program Winery General Permit (WGP) Renewal



General Permit Renewal Instructions

Access your WGP Renewal via SecureAccess Washington (SAW), a secure gateway to many government services, and the Water Quality Permitting Portal. If you have started the renewal process, please refer to the instructions at the end of this document to search your existing NOI applications and renewals.

Step 1: Sign up for a SecureAccess Washington (SAW) account. If you have a SAW account, go to Step 2.

- Visit <https://secureaccess.wa.gov>
- Complete the sign-up sequence by creating a new account
- SecureAccess Washington (SAW) will send you an email to activate your account (check your spam folder)

Step 2: Add a service for WQWebPortal. If you have access to the WQWebPortal service, start your renewal with Step 3.

- Log into your SecureAccess Washington (SAW) account
- Click on “Add New Service”
- Click in the box “I would like to browse a list of services”
- Click on “Department of Ecology”
- Look for “Water Quality Permitting Portal (WQWebPortal)” and click “Apply”
- Click “Ok” and then Click “Access” and then “Continue” to the Home Page

Step 3: Click “Permit Coverage – Renewal - Notice of Intent (NOI)” from the Water Quality Permitting Portal Home Page.

The screenshot shows the homepage of the Water Quality Permitting Portal (WQWebPortal). At the top, there is a header with the Department of Ecology logo and the text "Water Quality Permitting Portal WQWebPortal". Below the header is a navigation bar with links: Home, Update Profile, Manage Signature Account, Help, and Logout. The main content area has a heading "Welcome to the Water Quality Permitting Portal" and a paragraph explaining the portal's purpose. Below this, there are two columns of links. The left column is titled "Apply for:" and lists various permit types, including "Permit Coverage - Renewal - Notice of Intent (NOI)" which is highlighted. The right column is titled "Submit data for:" and lists "Discharge Monitoring Report (DMR)", "Permit Submittals (Annual Reports, SWPPP, etc)", and "Illicit Discharge Detection and Elimination (MS4s only)". At the bottom, there is a small footer with contact information for the Water Quality Program.

Step 4: Click the “Renew” link next to “Winery General Permit.”

DEPARTMENT OF ECOLOGY
State of Washington

Notice of Intent WQWebNOI TEST

WQWebNOI Home WQWebPortal Home Search My NOIs Manage Signature Account Help Logout

Welcome to Washington State Department of Ecology Water Quality Program's Electronic Notice of Intent

A Notice of Intent (NOI) is an application to be covered under a general permit. Each general permit has a specific NOI that asks you questions. The coverage is for a specific location and is **not** transferable to a new location or to other facilities. However, a permit can be transferred to a new location.

WQWebNOI allows you to apply electronically for permit coverage in a secure environment. Entering your data electronically guarantees instant data.

What would you like to do?

[Search my existing Notice of Intent \(NOI\) applications and renewals](#)

Start a Notice of Intent (NOI) application for:

- Construction Stormwater General Permit - [New](#)
- Industrial Stormwater Permit - [Renew](#) - [New](#)
- Sand and Gravel General Permit - Fixed Sites - [New](#)
- Sand and Gravel General Permit - Portable Sites - [New](#)
- Upland Fin-Fish Hatching and Rearing General Permit - [New](#)
- Water Treatment Plant General Permit - [Renew](#) - [New](#)
- Boatyard General Permit - [New](#)
- Winery General Permit - [Renew](#) - [New](#)
- Municipal Stormwater Permits - [Renew](#) - [New](#)
- Puget Sound Nutrient General Permit - [Renew](#) - [New](#)
- Concentrated Animal Feeding Operation (CAFO) General Permit
- Bridge Washing General Permit - [New](#)
- Irrigation System Aquatic Weed Control - [Renew](#) - [New](#)
- Aquatic and Invasive Species Control General Permit - [Renew](#) - [New](#)
- Vessel Deconstruction General Permit - [New](#)
- Aquatic Mosquito Control General Permit - [Renew](#) - [New](#)

Step 5: Enter your permit #, including leading letters, and click the “Load” button.

Once you load the renewal, you are the only person who can access the renewal application.

DEPARTMENT OF ECOLOGY
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Notice of Intent WQWebNOI

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Re-apply for General Permit Coverage

Copy Application Information

Department of Ecology's Water Quality program would like to make re-applying for permit coverage a little more simple. Please enter your existing permit number and we will copy your current permit's data for you to start with.

Permit Number:

Don't know your permit number?
Please use the Water Quality Permitting and Reporting Information System (PARIS) to find your permit number before you start.

1. Hover over the "Permits/Applications" menu option.
2. Click on the "Permit Number/Type" link.
3. Enter part of your facility's name in the search textbox under "Permit Number/Type Search".
4. Click on "Search".
5. The permit number to use will be in the "Permit Number" column.

Can't get the current permit to load?
Please contact the WQWebPortal help staff at WQWebPortal@ecy.wa.gov.

Step 6: Review and make updates that are needed by clicking through the tabs on the left. When you are finished, click “Continue to Attachments”. You will be redirected to the Attachment screen. When you are finished uploading attachments, or if you have no attachments to upload, click “Save and Continue”. If you need to leave your application and finish it later, click “Submit Later.”

Use the tabs on the left side to move about the NOI renewal application. Your entered information will automatically save when you move to the next tab. Please do not use the browser's back button when filling out this renewal. When you are finished with all tabs, please click on the "Save and Continue" button below.

Contact Info
Facility/Site
Winery Site Info
Production Info
Discharge Info
Monitoring Point Location(s)
Attachments
Questions

Section Help

Attachments

Please **only** attach files that are related to your Notice of Intent (examples: site map, proposed public notice). All other submittals should be mailed to your appropriate Department of Ecology region or program.

Attach Additional Files for Submission

Select additional documents to add to the submission.

Document Name or Description:

Document File Path Name:
 No file chosen

	Attachment Name/Description	File Name	File Ext	File ID
<input type="button" value="View"/>	<input type="button" value="Delete"/>	placeholder picture	chinook_salmon_spawn .jpg	122052

The following file types can be attached: .gif, .jpeg, .jpg, .png, .bmp, .pdf, .tif, .txt, .xlsx, .docx, .zip, .7z, .mdb, .accdb, .xml, .csv, .tsv, .mov, .mp4, .avi, .mkv, .webm, .wmv, .gdb. Maximum total file size is 500 MB.

To attach a file to your application: Click "Browse..." or "Choose File", browse your computer for the correct file and double click or "Open" it. You can include a document name or description. Then, you **must** then click "Attach Selected File" and wait for the document to upload. The page will reload and you should see your new file in the list. You can add multiple attachments by repeating the process for each document.

If you need to make changes to your site name, location, or mailing address, please email the permit administrator for instructions (see Ecology’s [Winery General Permit webpage](https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Winery-permit)¹ to find the contact information).


¹ <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Winery-permit>
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Step 7: Finalize the renewal

- Review the renewal at top of page and print a copy for your records (see green highlight).
- Print the Paper Certification for the Permittee to sign and mail to your Permit Administrator at the mailing address on the Paper Certification. Do not mail the Paper Certification to Ecology Headquarters.
- The Paper Certification must be signed by the Permittee.

Please review your Notice of Intent (NOI) application before signing. [Print & Review NOI](#) (Your PDF reader will popup. You can not submit your NOI using this link or mailing this paper copy, you must use one of the options below.)

How would you like to submit your NOI?

eSignature	Print and Sign
<p>For signers that have an existing electronic signature account that is active within the Water Quality Permitting Portal (WQWebPortal).</p> <p>This option is available if you are the Permittee and have an approved electronic signature account.</p> <p> An Electronic Signature Account will be required. Learn more</p> <p>Log into Signature Account</p>	<p>For signers that do not have an electronic signature account.</p> <p>You will be required to mail a confirmation page back to the Department of Ecology in order to complete your NOI application. Changes may be made to your NOI until we have received and processed the certification, then the application will be locked.</p> <p>Your NOI application should be printed and signed by the Permittee. Mail this application to Ecology HQ. If you have questions about your application, please contact your general permit writer.</p> <p>No signature account is needed.</p> <p>Print and Sign</p>

Already started a renewal? Find the existing renewal you started.

- Click on top of page “Search My NOI”
- OR
- In the middle of the page “Search my existing Notice of Intent (NOI) applications and renewals”

Notice of Intent [WQWebPortal](#) [DEV](#)

[WQWebPortal Home](#) [WQWebPortal Home](#) [Search My NOI](#) [Manage Signature Account](#) [Help](#) [Logout](#)

ITSO is currently conducting tests on our Azure AVS-hosted environment in collaboration with Microsoft and Presidio. Please note that connections to the dev/test environment might be intermittent.

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The coverage is for a specific location and is not transferable to a new location or to other facilities. However, a permit can be transferred to another owner/operator and retain the same permit number—a Notice of Transfer must be completed.

WQWebNOI allows you to apply electronically for permit coverage in a secure environment. Entering your data electronically guarantees instant receipt of the data, reduces application approval times, and improves the accuracy of the data.

What would you like to do?

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- Boatyard General Permit - [Renew](#) - [New](#)
- Winery General Permit - [Renew](#) - [New](#)
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- Puget Sound Nutrient General Permit - [Renew](#) - [New](#)
- Concentrated Animal Feeding Operation (CAFO) General Permit - [Renew](#)
- Bridge Washing General Permit - [Renew](#)
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- Aquatic and Invasive Species Control General Permit - [Renew](#) - [New](#)
- Vessel Decommissioning General Permit - [New](#)
- Aquatic Mosquito Control General Permit - [Renew](#) - [New](#)

If you need assistance completing your renewal application, please email your permit administrator.